



Commercial Clean Energy Rebate Program
Application - Purchased Systems
For MEA Commitment Letter Requests
Effective July 1, 2019

Properly review all forms and documentation for completeness prior to submitting an application to the Commercial Clean Energy Rebate Program offered through the Maryland Energy Administration (MEA). Be advised that any incomplete or missing information and documentation will prevent your application from being approved.

Checklist for Application Form:

- ☐ Applicant installing a qualified Clean Energy Conversion system is a business, non-profit, or local government who (a) is registered to do business in, or physically located in, the State of Maryland; and, (b) Conducts a substantial portion of its operations in the State.
- ☐ Applicant and system information has been filled out completely, and signed and dated by Applicant (**Application may be submitted with a scanned copy of an original handwritten signature**).
- ☐ Please include a valid email address for communication purposes. MEA will not distribute your email to any outside party or use it for any purpose other than Rebate status communication.
- ☐ The Commercial Clean Energy Rebate Program Terms and Conditions have been reviewed. They can be found on the MEA website at: <https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyRebates.aspx>.

Supporting Documentation to be submitted with Application Form:

Required Documents:

- ☐ A copy of the Maryland State Department of Assessments and Taxation (SDAT) *Certificate of Good Standing* for the applying commercial entity.
- ☐ A copy of an itemized and signed cost estimate, contract, purchase order, or a letter of intent between the Applicant and the Installing Contractor.
- ☐ A system diagram detailing locations, dimensions, and orientations of the system on the roof or property. If roof mounted, system diagram must include the roof dimensions.
- ☐ A site map exhibiting the location of the system, collectors, or modules on the roof or property (an image from Google Earth/Maps©, digital/print photograph is acceptable).

Optional Historic Review Exemption Documents:

MEA is required by State law to assess the impact of Commercial Clean Energy Rebates on historic resources. Prominent installations of clean energy systems on historic properties or properties within historic areas will not qualify for this Rebate program. Rebate applicants may receive an historic review exemption if both of the following criteria are met:

- ☐ The primary structure on the property is not recorded in the Maryland Inventory of Historic Properties, the National Register of Historic Places, or in an historic district. See MERLIN Online map at: <https://gisapps.dnr.state.md.us/MERLIN/Index.html>.
- ☐ The primary structure on the property is less than forty five (45) years old. Attach a SDAT form from <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>, indicating that the primary structure on the property is less than 45 years old.

Mail the Application Form and Supporting Documentation to:

Maryland Energy Administration
Attn: Commercial Clean Energy Rebate Program
1800 Washington Blvd., Suite 755
Baltimore, MD 21230



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Section 1 - Proposed Clean Energy System Information

Clean Energy Technology	System Capacity	Total System Cost	Rebate Amount
<input type="radio"/> Solar Photovoltaic (PV)	_____ kW-DC	_____	_____
<input type="radio"/> Solar Water Heating (SWH)	_____ sq. ft.	_____	_____
<input type="radio"/> Geothermal Heat Pump (GEO)	_____ tons	_____	_____

Section 2 - Applicant Information (Site and System Owner)

Business/Non-Profit/Government Name		First and Last Name of Signatory		Title	
Email Address		Phone Number			
Installation Address		City		State	Zip Code
County	Congressional District*		MD Legislative District*		
Mailing Address (If different from Installation Address)		City		State	Zip Code
Primary Point of Contact					

*Find MD Congressional and Legislative Districts at <https://www.mdelect.net>

Section 3 - Applicant Signature - CAREFULLY READ THE STATEMENTS BELOW BEFORE SIGNING

I certify that I am authorized by the applicant to submit this application and to provide on behalf of the applicant all of the information contained in the application. The applicant intends to install, own and operate the qualified clean energy conversion system "Project" proposed in this application. The applicant agrees to construct and operate the proposed Project in accordance with all local, State, and federal permitting and licensing requirements, and the terms, conditions, and requirements of MEA's Rebate Program. The applicant understands and agrees to comply with the qualifications, project requirements, and limitations outlined in the FY20 Commercial Clean Energy Rebate Program Terms and Conditions. A qualified clean energy system will be installed on the installation property specified in Section 2 of this Commercial Clean Energy Rebate Application. For businesses and nonprofits: I affirm that the Rebate Applicant is a business or nonprofit organization, is registered to do business in the State of Maryland, and is in good standing with the Maryland State Department of Assessments and Taxation. For businesses or nonprofit properties held in trusts, the applicant attests that the trust is revocable and that the Rebate Applicant organization has the right to remove the property from the trust. The applicant attests that is has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished to MEA in relation to the Rebate Program.

Print Full Legal Name	Federal Tax Identification Number
Handwritten Signature	Date Signed
X	

PLEASE NOTE:

Your application is not valid unless it is signed.



Section 4 - Additional System Information

The following question applies to Solar Water Heating Systems Only (otherwise leave blank).

Indicate Type of Hot Water Heater to be Replaced:

<input type="radio"/>	Electric
<input type="radio"/>	Non-Electric
<input type="radio"/>	N/A - New Construction

The following two questions apply to Geothermal Systems Only (otherwise leave blank)

Indicate Proposed System Type:

<input type="radio"/>	Horizontal Loop Field
<input type="radio"/>	Vertical Well
<input type="radio"/>	Pond/Lake
<input type="radio"/>	Other (specify):

Indicate Type of HVAC System to be Replaced:

<input type="radio"/>	Electric
<input type="radio"/>	Non-Electric
<input type="radio"/>	N/A - New Construction

Section 5 - Installation Contractor Information (To be completed by Installation Contractor)

Company Name	License Type	License Number	
Name of Contact Person	Title of Contact Person		
Company phone number	Contact Person's Email Address		
Company Street Address	City	State	Zip Code

Section 5. A - For Solar PV Systems Only: MANDATORY (To be completed by Installation Contractor)

Name of NABCEP PV Installation Professional to be used	NABCEP Certification Number

Section 5. B - New Regulations pursuant to the Clean Energy Jobs Act of 2019

i. American Manufactured Goods:

Chapter 757 of the 2019 Acts of the General Assembly of Maryland includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article. Applicants affected by those provisions should take them into account when developing FY20 applications to SEIF-funded programs.



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ii. Project Location:

Effective October 1, 2019, Chapter 757 of the 2019 Acts of the General Assembly of Maryland will require at least 80% of workers participating in a SEIF-funded project or program to reside within 50 miles of the project or program. As the SEIF funds a statewide program, MEA will determine compliance based on whether at least 80% of workers participating in a SEIF-funded project reside in Maryland, or within 50 miles of Maryland's borders. Applicants should take this new requirement into account when developing FY20 applications to SEIF-funded programs. FY20 SEIF-funded agreements will contain a section further outlining this requirement, including any documentation of compliance that will be required before Rebate funds are disbursed.

Section 6 - Installation Contractor's Signature

I certify that I am authorized by the installation contractor to submit this application and to provide on behalf of the installation contractor all of the information contained in this section. The installation contractor intends to install the qualified clean energy conversion system "Project" proposed in this application. The installation contractor agrees to construct the proposed Project in accordance with all local, State, and federal permitting and licensing requirements, and the terms, conditions, and requirements of MEA's Rebate Program as specified in the FY20 Commercial Clean Energy Rebate Program Terms and Conditions. The installation contractor hereby affirms that the qualified clean energy conversion system will meet minimum system requirements, and that each component of the system will be listed or labeled by a recognized national testing laboratory. The installation contractor has conveyed an estimate of system performance to the applicant that is both reasonable and accurate to the best of its knowledge, information, and belief. The installation contractor is incorporated or registered to do business in the State of Maryland and it is in good standing with the Maryland State Department of Assessments and Taxation. The contractor attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished to MEA in relation to the Rebate Program.

Contractor's Printed Name	Title
Contractor's Signature	Date Signed
X	

Section 7: Comments (Include any additional comments relating to the project or Rebate application.)

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